

**SECRET**

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100055-6

<b>REPORTS INVENTORY</b>					CONTROL NO. <b>DDS/OF-050</b>	
<b>PREPARE IN DUPLICATE</b>						
1. TITLE OF REPORT (if a fill-in report include Form No.) <b>Processing of Retirement Cases to CSC</b>					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA		PERSONNEL LOGISTICS MEDICAL		TRAINING SECURITY FINANCE		ADMIN. GENERAL OTHER (specify)
4. NO. OF COPIES PREPARED <b>4</b>		5. FREQUENCY (weekly, monthly, quarterly, etc.) <b>Monthly</b>			6. DISTRIBUTION (No. of components not number of copies) <b>2</b>	
7. FORMAT (memorandum, form computer print-out, etc) <b>Memorandum</b>		8. ADP PROCESSING YES <input type="checkbox"/> IF YES GIVE ADP PROCESSING NO. NO <input checked="" type="checkbox"/>			9. DIRECTIVE AUTHORITY REQUIRING REPORT <b>C/BSO &amp; D/Finance (1964)</b>	
10. PREPARING COMPONENT (include lowest level contributing information to report) <b>Payroll Support Branch/C&amp;TD</b>				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)		
<b>12. COST FACTORS</b>						
<b>A. MANUAL PREPARATION AND REVIEW COSTS</b>						
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X TIMES PREPARED = COST PER YEAR
GS-06	\$3.80		5		\$19.00	12 \$228.00
<b>B. COSTS OF COMPUTER PRODUCED REPORTS</b>						
<b>TOTAL COSTS PER YEAR</b>						<b>\$228.00</b>
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.  To provide the Director of Finance and Office of Personnel with detail information and any retirement case not processed within 60 or 90 days and reasons. Started 1964 in accordance with a request from Office of Personnel.						
<b>14. FUTURE GOALS</b>						
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE					ESTIMATED SAVINGS MAN-HOURS    DOLLARS	
16. DATE OF INVENTORY		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <b>Approved For Release 2006/11/13 : CIA-RDP75-00399R000100100055-6</b>				18. EXTENSION

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